MARYLAND STATE RETIREMENT AGENCY

OPTIONAL RETIREMENT PROGRAM

QUESTIONS RECEIVED FROM VENDORS

SUPPLEMENTAL ANSWERS FOR QUESTIONS 34, 35 AND 36

34. Can you provide a sample of the CPB standard deduction file layout?

See attached documents (Vendor Layout Detail, Vendor Layout Summary and Explanation of Excel Vendor Report). Data files include deduction detail records as well as deduction summary records.

35. Please define a single account for all EFTs.

All vendors must register with the Comptroller's General Accounting Division (GAD) to establish a single ACH direct deposit account.

36. Regarding Section 5.b on page 21, Is it acceptable to use compatible software and data transmission applications?

No. Vendors can only use applications and software that the Annapolis Data Center (ADC) supports. The ADC provides the CPB with IT services; therefore, the CPB must adhere to the ADC's software support service requirements.

DEDUCTION DETAIL RECORD

POSITIONS	SIZE	CHAR TYPE	FIELD DESCRIPTION
1-4	4	AN	STATE OF MARYLAND ID = 'STMD' A code which identifies the source of this file as the State of Maryland (for ORPs = 'B199').
5	1	AN	PAYROLL SYSTEM ID (C = Contract, R = Regular or U = University)
6-13	8	AN	PAY PERIOD ENDING DATE (CCYYMMDD) Year, month and day of the end of the pay period in which the deduction was taken.
14-19	6	AN	APPROPRIATION NUMBER A number that identifies the employing state Agency.
20	1	AN	FILLER
21-29	9	AN	SOCIAL SECURITY NUMBER Employee's social security number.
30-59	30	AN	EMPLOYEE'S NAME Last name followed by a comma, double space, first name and middle name.
60	1	AN	FILLER
61-62	2	AN	DEDUCTION CODE * A code that identifies the deduction type of the record being supplied to the vendor.
63-69	7	N	DEDUCTION AMOUNT (99,999.99) Amount of deduction taken in dollars and cents.

LRECL = 120
BLKSIZE = 3600

Updated in 08/00

70-76	7	N	STATE SUBSIDY AMOUNT (99,999.99) Amount of State Subsidy for this specific Deduction code in dollars and cents. Applies to only select vendors, contains zeros for all others.
77-78	2	AN	REASON CODE 00 = Deduction Taken 01 = Salary amount is insufficient to take deduction. 10 = Employee terminated. 20 = Inactive (Only 21 Pay Teachers). 30 = Check Cancellation.
79-86	8	AN	TERMINATION/CHECK CANCEL DATE (CCYYMMDD) Year, month and day the employee was terminated or pay period for which check was cancelled.
87	1	AN	PAYROLL CODE 0 = Regular 4 = University of Maryland
88-89	2	AN	FILLER
90	1	AN	MULTIPLE DEDUCTION FACTOR 0 = Not a health deduction. 1 = Single deduction (applies to deductions for health ONLY). 2-7 = Number of times (applies to teachers only).
91-96	6	AN	ANNUAL SALARY Applies to only ORPs, contains spaces for all others.
97-103	7	AN	FILLER
104-108	5	AN	CHECK SEQUENCE NUMBER (UM ONLY)
109-120	12	AN	FILLER

LRECL = 120
BLKSIZE = 3600

POSITIONS	SIZE	CHAR TYPE	FIELD DESCRIPTION
1-4	4	AN	MD-CODE = 'STMD' (for ORPs = 'B199')
5	1	AN	PAYROLL SYSTEM ID (C = Contract, R = Regular or U = University)
6-13	8	AN	PAY PERIOD ENDING DATE (CCYYMMDD) Year, month and day of the end of the pay period in which the deduction was taken.
14	1	AN	FILLER
15-16	2	AN	DEDUCTION CODE * A code that identifies the deduction type which is being summarized.
17	1	AN	FILLER
18-22	5	N	# of EMPLOYEES with this DEDUCTION TAKEN Number of employees records with this specific Deduction Code.
23-33	11	N	DEDUCTION TAKEN AMT (999,999,999.99) Amount of deduction taken for this specific Deduction Code in dollars and cents.
34-44	11	N	DEDUCTION TAKEN SUBSIDY AMT (999,999,999.99) Amount of State Subsidy for this specific Deduction code in dollars and cents.

45-49	5	N	# of EMPLOYEES with CANCELLED DEDUCTIONS Number of employee records with this specific deduction that are being CANCELLED.
50-60	11	N	CANCELLED AMT (999,999,999.99) Amount of Deduction Taken for this specific Deduction Code that is being CANCELLED.
61-71	11	N	CANCELLED SUBSIDY AMOUNT (999,999,999.99) Amount of State Subsidy for this specific Deduction Code that is being CANCELLED in dollars and cents.
72-76	5	AN	FILLER
77-78	2	AN	RECORD-TYPE/REASON CODE TR = Trailing Summary Record
79	1	AN	FILLER
80-84	5	N	NET NUMBER of EMPLOYEES Deduction Taken Computed from Number of Employees with Deduction Taken MINUS Number of Employees with Cancelled Deductions.
85-95	11		NET DEDUCTION TAKEN AMOUNT (999,999,999.99) Computed from Deduction Taken Amount MINUS Cancelled Deduction Taken Amount.

96-106	11	N	NET DEDUCTION TAKEN SUBSIDY AMOUNT (999,999,999.99) Computed from Deduction Taken Subsidy Amount MINUS Cancelled Deduction Subsidy Amount.
107-120	14	AN	FILLER

* If multiple deduction codes are received on one Vendor file, all the trailer summary records will be located at the end of the file.

VENDOR REPORT AS EXCEL DOCUMENT

Column	Description
A	A code which identifies the source of this file as the State of Maryland
B	Payroll System ID – C = Contract, R = Regular, U = University of MD
C	Pay Period Ending Date – Year, month and day of the end of the pay period in which the deduction was taken.
D	Appropriation Number – A number that identifies the employing State agency
E	Social Security Number
F	Employee's name – Last name followed by a comma, double space, first name and middle name
G	Deduction Code – A code that identifies the deduction type of the record being supplied
H	Deduction Amount – Amount of deduction (There should be two decimal places – e.g. 7500 is $75.00)
I	State Subsidy amount
J	Reason Code – 0 = Deduction Taken, 1 = No Pay, 10 = Employee terminated, 30 = Check Cancellation
K	Termination/Check Cancel Date – Year, month and day the employee was terminated or pay period for which check was cancelled.
L	Multiple Deduction Factor - Number of times the deduction was taken.